

Petition Checklist for Chapter 7

Filing requirements for new chapter 7 cases in the following order:

_____ Filing Fee in full, Application to Pay Filing Fee in Installments or Application for Waiver of Filing Fee

_____ Voluntary Petition (all pages) with signature of Debtor/Joint Debtor(s), and if applicable, debtor's attorney. If you are filing without assistance of an attorney, you must include your telephone number in case you need to be contacted by the court.

_____ Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement.

_____ Statement of Intention - (must be signed)

_____ Statement of Financial Affairs - (must be signed and verified)

_____ Summary of Schedules Form B6 pages 1 and 2

_____ Schedule A - Real Property (listing of all your real property)

_____ Schedule B - Personal Property (listing of all your personal property)

_____ Schedule C - Claim for Exemptions

_____ Schedule D - Creditors Holding Secured Claims (list all creditors that have collateral for their debt)

_____ Schedule E - Creditors Holding Unsecured Priority Claims (An unsecured claim that is entitled to be paid ahead of other unsecured claims that are not entitled to priority status. Priority refers to the order in which these unsecured claims are to be paid.)

_____ Schedule F - Creditors Holding Unsecured Non-Priority Claims (A claim or debt for which a creditor holds no special assurance of payment, such as a mortgage or lien; a debt for which credit was extended based solely upon the creditor's assessment of the debtor's future ability to pay)

_____ Schedule G - Executory Contracts and Unexpired Leases

_____ Schedule H - Codebtors

_____ Schedule I - Current Income of Individual Debtor(s)

_____ Schedule J - Current Expenditures of Individual Debtor(s)

_____Declaration Concerning Debtor's Schedules

_____Notice to Individual Consumer Debtor §Under 342(b) of the Bankruptcy Code (Form B201) - signed by Debtor/Joint Debtor(s) certifying that you have received and read the notice.

_____Disclosure of Compensation of Bankruptcy Petition Preparer (if you were assisted by anyone other than an attorney in the preparation of your petition)

_____Notice to Debtor by Non-Attorney Bankruptcy Petition Preparer (Form 19B)(must be filed with any document prepared by a non-attorney bankruptcy petition preparer)

_____Mailing Matrix

_____Certification of Mailing Matrix (a certificate signed by Debtor/Joint Debtor(s) that states you have listed all creditors shown in your petition and their addresses are true and accurate to the best of your knowledge)

_____Statement of Current Monthly Income and Means Test Calculation (Form B22A)

_____Statement of Social Security Number (statement requiring the full social security number for the court but retained by the court as a non-public document)(Form B21)

_____Filing Fee in full, Application to Pay Filing Fee in Installments or Application for Waiver of Filing Fee

_____Certificate of the Credit Counseling Agency showing that you have completed the required counseling.

_____Payment Advices - Check stubs (or other evidence of payment) for 60 days prior to filing petition

A deficiency notice is sent for any items which are omitted from the petition. The petition may be dismissed if certificate of credit counseling is not filed at the same time as the petition. Please make every effort to correct the deficiencies within the time allowed.